University Park- Parks & Recreation Department

Before & After School Program
2017-2018

Located Inside:

Coretta Scott King Magnet School
1009 Blackhawk Drive
University Park, IL 60484
Room 105
beforeandafterschool14@gmail.com
(708) 367-4712

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Revised March 2017

University Park- Parks & Recreation Department
Before & After School Program

Program Overview

The University Park-Parks and Recreation Before and After School Program, located at Coretta Scott King Magnet School in University Park, Illinois, is open to all K-5th grade students. The following schools in the CM201-U School District are: Coretta Scott King Magnet School, Balmoral Elementary School, Crete Elementary School, Monee Elementary School, Talala Elementary School.

Days and Hours of Operation

The Before and After School Program operates Monday- Friday during days when school is in session for students. **We are closed when the schools are closed** (unless otherwise scheduled). This includes emergency school closings due to bad weather.

Before School Hours: 7:00 a.m.-9:00 a.m. / After School Hours 3:00 p.m.-6:00 p.m.

Child care begins at 3:35 p.m.

Fees

Registration Fee	New	***$25.00 (non refundable)***
Before School Only		$145.00 per month
After School Only		$175.00 per month
Before and After School		$275.00 per month

All fees are monthly and due the 5th of every month

New

Payments

Payments can be made on line at www.university-park-il.com. **This service is provided by E-pay**. Simple click online payment on the left ----miscellaneous payment---- type of activity (Before & After School Program) Please bring a copy of your receipt.

Credit Card payments must be made at Village Hall. We accept: Visa, MasterCard, American Express & Discover. Make checks and/or money orders payable to: ***The Village of University Park***. Please add Before & After School Care in your memo line.

Before & After School Calendar for Child Care

*trips planned on Early Dismissal Day may require an additional fee

August 23	First Day of Care
September 4	Labor Day (No School -Closed)
September 20	Early Dismissal Day
October 6	Institute Day – No School –Closed
October 20	Early Dismissal Day
October 31	Early Dismissal Day
November 9	Parent Teacher Conferences (No School- Closed)
November 10	Veterans Day (No School Closed)
November 22-24	Thanksgiving Holiday (No School Closed)
December22	Early Dismissal Day
December 25 - January 8	Winter Holiday - (No School Closed)
January 15	Martin Luther King Holiday –(No School Closed)
February 15	Early Dismissal Day
February 16	Institute Day (No School Closed)
February 19	Presidents Day
March 5	Casimir Pulaski Day – (No School Closed)
March 30	Good Friday –(No School Closed)
April 2-9	Spring Break
May 2	Early Dismissal Day
May 25	Early Dismissal Day
June 8	Early Dismissal Day
June 11	Last Day of School

Additional Fees

LATE PICKUP FEES will be charged if a student is picked up after Program operating hours. The operating hours for The Before & After School Program are from:

Before School Hours: 7:00 a.m.-9:00 a.m. / After School Hours 3:45 p.m.-6:00 p.m. Monday through Friday. If you pick your child up after 6:00 p.m. the following fees will be imposed:

6:01 p.m.-6:15 p.m.	
6:16 p.m.-6:30 p.m.	$18.00
6:31 p.m. - Until	$18.00 plus $3.00 per minute

Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.

Late Payment Penalty of $18.00 will be charged to all accounts on 6th of the month and every week thereafter on a Friday, as long as, the account is delinquent. **The Program may discontinue services if tuition is two weeks or more delinquent. All unpaid accounts or, balances left unsettled, will be sent Village Hall for collections. Students may not be able to sign up for other Park and Recreation programs without the full past due payment. This includes field trip and program activities.**

Re-enrollment fee of $50.00 is charged when a child leaves the program mid-year by the parent or center and re-enrolled at any given time within the same year. If a client wishes to continue services, and **if** the slot is still available, the $50.00 re-enrollment will be requested upon entering the program. If payment is not made by the 5th of the month and the child is absent for 5 days or more, the program will automatically withdraw the student from the program.

New

Families that voluntarily withdraw from the program upon return will be required to pay the past due balance, re-enrollment fee and the first month of child care up front.

Discipline Policy

We do not use profane language or, any kind of corporal punishment (hitting, spanking, kicking, pinching etc.) Children are expected to respect the program employees, each other, along with the equipment, supplies, materials and furniture.

In the event of an offence or, negative situation, the following steps will be taken:

Step 1	**The child will be spoken to and allowed to explain the situation.**
Step 2	**Time out**
Step 3	**Privileges taken away or phone call to parent**
Step 4	**Write Up/ with Parent Signature**

After continuous offenses or if a serious offense occurs, we will document the incident/incidents and a parent meeting will be scheduled to resolve the issue/issues. If the issues persist, we will document all incidents and the parent may receive notice of termination and the child will not be allowed back into the program.

We exercise a great deal of patience and use discipline to maintain safety at all times and also as a teaching tool, to help children learn from mistakes and handle their emotions. We have an "open door" policy. Please contact us with questions or concern.

Program Rules

- Follow directions
- No use of foul, profane language, or gestures.
- No jumping around in the classroom or jumping on furniture.
- Place equipment, games and supplies in proper place after use.
- No running inside the classroom or hallways
- No yelling or screaming
- Respect other's space, supplies, and feelings
- No name calling, bullying or teasing
- Keep hands and feet to yourself (no hitting , kicking, pushing)

- Under no circumstance will students be allowed to re-enter classrooms at CSK to retrieve items, homework or school books.
- Please inform the program employee of any problems or issues.

Transportation

This quality, affordable, recreational and educational program consists of age-appropriate games, sports, arts and crafts, movies, as well as homework assistance and occasional field trips during early dismissal day.

Bus Transportation is provided from the program site to Balmoral Elementary, Crete Elementary, Monee Elementary and Talala Elementary School in the morning with a return trip back to the program site in the afternoon. A **Day Care Transportation Form** needs to be completed (this can only be done by the parent only). **The Day Care Transportation form needs to be completed and returned to the school district in order to establish the Transportation service**.* Please note, If your child requires bus transportation, **Coretta Scott King Magnet School is your child's bus stop**. The school district does not establish two different bus routes - The Before and After Care School Program is **not responsible** for making these arrangements. Parents must make alternative arrangements for the child to be transported to school. **Please submit a copy of your Day Camp Transportation form with your completed application.**

Registration Packet

Please thoroughly read this registration packet, fill out and **return pages 6,7,8,9,10** to the Parks & Recreation Office or the program site. Pay the $25.00 registration fee, along with the first month's payment. All payments are made out to: **Village of University Park**

Registration Locations

Coretta Scott King Magnet School (program site) **September- June only**
1009 Blackhawk Drive – Room 105
University Park, Il 60484
Monday-Friday 9:00 a.m. -12:00 a.m.
708-367-4712

University Park Village Hall (Visa/Master Card are accepted at this location)
698 Burnham Drive **M-W 9:00 a.m-5:00 p.m.**
University Park, Il 60484 **Thurs 9:00 a.m.-12:00 p.m.**
708-534-6451 **Friday -closed**

University Park- Parks and Recreation Department **June-September**
Riegel Farm Complex **Monday-Friday 9:30 a.m. -4:30 p.m.**
580 Farmview Road
University Park, Il 60484
708-534-6456

University Park- Parks & Recreation Department
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Enrollment Form

*Please Print Clearly

Date: _____

Child's Name**:** _____ Age: _____
Birthdate: _____School**:**_____Grade:_____
Home Address: _____ Home Phone:_____
City, State, Zip:_____
List any Allergies:_____
Medical Conditions:_____
Does your child take any medication? Yes_____ No___if yes, please list and explain:_____
_____
When/How often: _____
****
Mother's Name: _____
Home Address: _____
City, State, Zip_____
Home Phone: _____Cell Phone:_____
Work Phone:_____Email:_____

Father's Name:_____
Home Address:_____
City, State, Zip_____
Home Phone:_____Cell Phone:_____
Work Phone:_____Email:_____

Guardian's Name:_____
Home Address:_____
City, State, Zip_____
Home Phone:_____Cell Phone:_____
Work Phone:_____Email:_____
****
Primary Contact Person (please check one)

Mother_____ Father_____Both Parents_____ Guardian_____

University Park- Parks & Recreation Department
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Emergency Contact Form

In case of an emergency, we will contact the primary parent first. Please list other contacts by order of priority.

Emergency Contact #2
Name:_____Phone #:_____
Relationship to Child:_____

Emergency Contact #3
Name:_____Phone #:_____
Relationship to Child:_____

Emergency Contact #4
Name:_____Phone #:_____
Relationship to Child:_____

Emergency Contact #5
Name:_____Phone #:_____
Relationship to Child:_____

****

In the event of a medical emergency, we will contact you and/or the names listed above and your child will be taken to the nearest medical facility. I,_____authorize the employee from the University Park- Parks and Recreations Before/ After School program to obtain medical treatment for my child, _____in the event of a medical emergency. I am responsible for payments of services and treatments.

Medical Insurance Name:_____
Group #_____ ID/Member #_____

Person Responsible for Insurance:_____

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Authorized Pick- Up Form

Please list the names of people authorized to pick up your child. We may ask for indentification, therefore, please inform the persons listed on this form to have their ID available.

Name:_____Phone #:_____
Relationship to Child:_____

Name:_____Phone #:_____
Relationship to Child:_____

Name:_____Phone #:_____
Relationship to Child:_____

Name:_____Phone #:_____
Relationship to Child:_____

Name:_____Phone #:_____
Relationship to Child:_____

Name:_____Phone #:_____
Relationship to Child:_____

We will not release your child to anyone who is not listed on this form unless you provide us with a written note or phone call prior to pick-up.

*Please update this list throughout the year if your information changes.

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Termination Policy

Once the process of enrollment is complete, a written notice is required for termination of services. The registration fee is not refundable and all outstanding fees prior to the termination date must be paid in full. **We reserve the right to terminate services due to disciplinary issues and /or non-payments of fees. If we terminate services, you are responsible to pay any outstanding balances.**

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Parent/ Provider Agreement

Child's Name:_____ Age_____
School: _____ Grade:_____

Please check one:
Before School Only _____
After School Only _____
Before & After School _____

This agreement is between_____ and University Park-Parks and Recreation Department. I have read this registration packet thoroughly and understand the guidelines listed. I agree to the terms and conditions stated in this handbook. I understand that after enrollment is completed, I will give written notice of termination of childcare services. I also understand that the registration fee is non-refundable and I am obligated to pay all fees incurred prior to termination. I understand that all monthly payment are due by the 5th of each month and paid at Village Hall, 698 Burnham Drive, University Park, IL 60484 or online at www.university-park-il.com

Parent/ Guardian Signature:_____Date:_____
Program Manager:_____ Date:_____

Office Use Only

Registration Fee Paid:_____ **Enrollment Date:_____**

Amount Due Each Month:_____

University Park- Parks & Recreation Department
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Photography & Internet Policy

Sometimes our staff may take pictures during camp for local newspaper or use them for marketing and promotional materials for our department.

_____ Yes, my child can be photographed by staff for the newspaper or internet.

_____ No, I object to my child being photographed by staff for the newspaper or internet.

_____
Parent or Guardian's Signature

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Application Checklist

Student's Name_____

Students School_____

_____ Before & After School Application
***reviewed all blanks filled in

_____ $25.00 Registration Fee & 1st month receipt copied

_____Day Care Transportation Form –
*** Parent responsibility to take to the District– **Keep a copy for our files**

_____ Photography waiver

_____ Medication
*** Inform parent that medication must be on site in our program on the **first day**. We do not have access to the nurse's office.

NOTES:_____
_____
_____
_____
_____
_____

Application received by:_____ Date:_____

University Park- Parks & Recreation Department
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Withdrawal Letter

Date: _____

Dear Before & After School Care Staff,

Please allow this letter to serve as official notice withdrawing _____ from the Before & After School Program. As of _____(date)

Sincerely,

_____Parent Name

_____Parent Signature

____Before Care only
____After Care only
____Before and After Care